

TERMINATION WORKSHEET
for
INFORMATION TO BE ENTERED IN HRE TERMINATION WINDOW

Payouts for Termination/Retirement will not be entered unless all information is completed in HRE.

NAME:		EIN:	
Effective Date <small>(last date hours are recorded)</small>	Last Day Worked <small>(last date on the job)</small>	Final Pay Date <small>(last paycheck received with benefits deducted)</small>	
Annual Hours Paid Out	Excess Hours Paid Out	Comp Hours Paid Out	
Converted Sick Paid Out	Sick Leave Paid Out	Hours Used to Purchase Insurance	
		Sick	
		Converted Sick	
DECEASED EMPLOYEE			
Date of Death	Name of Beneficiary or Executor	Address	Telephone
A deceased employee's termination will not be processed without the above information.			
Miscellaneous Comments to Enter			
For Example: LWOP/LTD – enter dates to explain differences in the last day worked & last pay date.			
Other Information for Agency Records			
Signature of Person Completing Worksheet:		Date:	